


Standing Rules
of the
Japan Mission of the Presbyterian
Church
in the U.S.A.

1915



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Standing Rules

Art. 1. Manual.

The Manual is the organic law of the Mission ; and all Standing Rules shall conform to it.

Art. 2. Officers.

1. The officers of the Mission shall be a Moderator, a Secretary and a Treasurer, who shall be elected by ballot without nomination at the close of each Annual Meeting of the Mission. The Secretary may appoint an Assistant Secretary.

2. The Moderator shall preside at all meetings of the Mission, call *ad interim* meetings at the request of a majority, and preach the sermon at the Annual Meeting.

3. The Secretary shall keep a record of all the

acts of the Mission, conduct all official correspondence, keep copies of all important documents and prepare the docket for the Annual Meeting.

4. The duties of the Treasurer shall be those defined in the Manual.

5. In case of the disability of an officer, a successor shall be appointed by the Executive Committee to serve until the close of the next Annual Meeting. The appointment shall be at once reported to the Mission.

Art. 3. Standing Committees.

§ 1. NAMES OF COMMITTEES. Executive Committee, Auditing Committee, Building Committee, Education Committee, Publications Committee, Language Committee, Location Committee, Outlook Committee, Committee of Arrangements and Program, Committee on Relief of Japanese Mission Workers.

§ 2. APPOINTMENT OF COMMITTEES. All Standing Committees, excepting the Executive Committee, shall be nominated by a committee

composed of the Moderator and two other members of the Mission selected by him. Vacancies occurring *ad interim* shall be filled by the Committees themselves, and the appointments at once reported to the Secretary of the Mission.

§ 3. PERSONNEL AND DUTIES OF COMMITTEES.

1. Executive Committee :

(1) The Executive Committee shall be composed of six members of the Mission elected by ballot to serve for three years ; their terms of service being so arranged that two shall retire each year.

(2) The Secretary of the Mission shall act as the Secretary of the Executive Committee ; and all communications for the Committee shall be sent to him.

When the Secretary is not himself a member of the Committee he shall have all the privileges of a member excepting that of voting.

(3) The Committee shall be the representative of the Mission *ad interim*. As such, ex-

cepting in cases otherwise provided for in the Standing Rules, it shall take action regarding local matters referred to it by a Station or personal matters referred to it by an individual. It may also act in other matters not affecting the general policy or interests of the Mission.

(4) Matters presented to the Committee *ad interim* shall require a two-thirds majority vote for their decision.

(5) At the request of one member of the Committee, any matter presented to it *ad interim* shall be considered a second time by the Committee before final decision ; and at the request of three members it shall be referred to the Mission by Circular Letter.

When *ad interim* business is to be referred to the Mission the procedure shall be as follows :—

The proposition to be voted on shall be sent with any related papers to the Secretary of the Mission, who shall forward the same in a Circular Letter to the several Stations together with a list of the members. The voting, as at the

Annual Meeting, shall be by individuals and not by Stations as Stations.

As promptly as possible members shall record their votes with any comments or recommendations that may seem to them fitting, erase their own names from the list, and forward the letter with its enclosures to the other members whose names are still on the list. When all have thus had an opportunity to vote, the letter with all its enclosures shall be returned to the Secretary of the Mission, who shall count the votes and announce the result.

A three-fourths majority of those voting shall be decisive. But if the majority be less than that, and five members shall have so requested, the Secretary shall issue another Circular Letter for a final vote of the Mission. The second Circular Letter shall contain all the enclosures of the first and any other related papers that the Secretary may have received. In the final vote a simple majority shall decide the matter, excepting when the Manual requires a different majority.

(6) All decisions of the Committee shall be communicated to the Stations ; and if within seven days after notifying the Stations the Secretary shall receive from at least three members of the Mission a request for the reference of the matter to the Mission by Circular Letter, it shall be so referred. The decisions of the Committee shall also be included in its annual report to the Mission (Comp. Art. 4. 2.), and shall be recorded in the minutes of the Mission.

(7) At the Annual Meeting, the Committee shall consider and report upon the estimates prepared by the Stations. When necessary, after conference with the Stations affected, it shall modify the rule for the apportionment of the appropriations as provided in Art. 5. 2.

(8) The Committee shall be the adviser of the Treasurer.

(9) With due regard to the legal responsibilities of the Shadan, the Committee shall decide matters connected with the purchase or sale of property and the renting of buildings to other parties.

(10) From time to time the Committee shall present to the Mission such measures as in the judgment of the Committee will tend to the furtherance or betterment of the work of the Mission.

2. Auditing Committee: The Auditing Committee shall be composed of two members of the Mission. It shall audit the accounts of the Treasurer.

3. Building Committee: The Building Committee shall be composed of three members of the Mission elected to serve for three years ; their terms of service being so arranged that one shall retire each year.

Plans and specifications for new buildings and alterations in buildings involving material changes in their structure shall be submitted to the Committee for approval. The Committee shall also have the general oversight of the particular location and the erection of new buildings.

4. Education Committee : The Education Committee shall be composed of a Chairman together with one representative from each of the Boards of Directors of the schools connected with the Mission.

The Committee shall have the general oversight of all the educational work of the Mission, excepting as provided in Art. 7 ; and shall form a medium of communication between the Boards of Directors represented on it, with a view to due uniformity of policy and co-ordination of the educational work of the Mission.

At each Annual Meeting of the Mission, the Committee shall present a combined report for all the schools, comprising classified expenses ; conditions and outlook ; principal actions of the Boards of Directors, and such recommendations as circumstances may require.

The Committee shall also nominate the foreign Superintendents or Principals (foreign or Japanese) of the High Schools for Girls and of Seisho Gakkwan ; the Directors of Doshi Shin Gakkwan and the High Schools for Girls ; and

the representatives of the Mission on the Board of Directors of Sturges Seminary (Baiko Jo Gakuin) and the Board of Trustees of Meiji Gakuin.

5. Publications Committee : The Publications Committee shall be composed of two members of the Mission. It shall report to the Annual Meeting regarding books, tracts, periodicals, et cetera issued during the year by members of the Mission ; and shall also edit and publish the Annual Report.

6. Language Committee : The Language Committee shall be composed of three members of the Mission elected to serve for three years ; their terms of service being so arranged that one shall retire each year. In accordance with §28 of the Manual, the Committee shall have charge of the language examinations of missionaries and shall report to the Mission regarding them. Compare Art. 10.

7. Location Committee : The Location

Committee shall be composed of three members of the Mission elected to serve for three years; their terms of service being so arranged that one shall retire each year. The Committee shall receive and consider, either at the time of the Annual Meeting or *ad interim*, any proposals from Stations or from individuals regarding the location of missionaries, and make suitable recommendations to the Mission. The preferences of missionaries regarding their location shall be given as great weight as the general interests of the work will permit. The Committee may sanction temporary transfers between Stations without reference to the Mission.

8. Outlook Committee: The Outlook Committee shall be composed of two members of the Mission, a man and a woman, who shall serve for one year, and ordinarily shall not be again elected members of the Committee for at least three years after the expiration of their term of service.

The Mission shall be divided into three Dis-

tricts, each of which shall be visited at least once during every three years. One District shall comprise the Tokyo and Hokkaido Stations; one, the Osaka, Kyoto, Fukui, Kanazawa, Wakayama and Tsu Stations; and one, the Hiroshima, Yamaguchi, Matsuyama, Chosen and Manchuria Stations.

The Committee shall present to the Annual Meeting of the Mission one brief report of its visitations during the year.

9. Committee on Arrangements and Program: The Committee on Arrangements and Program shall be composed of three members of the Mission elected to serve for three years; their terms of service being so arranged that one shall retire each year. The Committee shall secure a building in which the Annual Meeting shall be held, propose hours of session, prepare a program, and provide for the entertainment of attending members.

10. Committee on Relief of Japanese Mission Workers: The Committee shall be com-

posed of two members of the Mission who shall carry on the work of relief in accordance with the Plan of Relief. For Plan see Appendix II.

Art. 4. Annual Mission Meeting and Reports.

1. MEETINGS :

There shall be an Annual Meeting of the Mission, the place and time to be determined by the Mission. All members are expected to be present ; and, subject to the provisions of the Manual, all have the right to take part in discussion and to vote. Meetings shall be conducted under Roberts Rules of Order, excepting as modified by action of the Mission.

2. REPORTS :

(1) All Standing Committees of the Mission shall present written reports of their work during the year.

(2) The Treasurer shall present a written report containing a general statement of receipts and disbursements during the fiscal year preceding that of the Annual Meeting.

(3) Each Station shall appoint a committee of one (with an alternate) to prepare the Station Report of the year.

To facilitate the work of the Committee, the members (or institutions) of the Station shall send to the Committee written reports of the work for which they are responsible ; and from these reports (and other sources) the Committee shall compile a report for presentation to the Station. Such report, when approved by the Station, shall become the Station Report for the year.

Station Reports shall not exceed a maximum average of six hundred words for each member of the Station ; and it is desirable that they be accompanied by photographs illustrative of the work of the Station.

The Station Reports and also the Report of the Outlook Committee shall be placed in the hands of the Publications Committee on or before June 1st of each year, and shall be edited and printed by it in time for presentation to the Mission at its Annual Meeting. If a Station

Report shall exceed the maximum limit allowed, it may be returned to the Station Committee for revision ; but such action shall not prevent the printing of the other Station Reports in good time for the Annual Meeting of the Mission.

After approval by the Mission, the printed report prepared by the Publications Committee shall become the Annual Report of the Mission ; and, as soon as possible after the Annual Meeting, copies of it shall be sent to the Board by the Secretary of the Mission together with the reports from individuals and institutions. The Secretary shall also send to the Board any Station Report not reaching the Publications Committee in due time for printing.

Art. 5. Matters of Finance.

1. The estimates shall be presented to the Executive Committee at the time of the Annual Meeting. Compare Art. 3. § 3. 1. (7).

2. As a rule to be modified by the Executive Committee only under exceptional circumstances or when its application would prove

unjust, the appropriations shall be apportioned in the following manner: When there is an increase in the appropriations, it shall be distributed among the Stations in proportion to the *increase* of their *estimates* for the *current* year. When there is a decrease in the appropriations, it shall be distributed among the Stations in proportion to their *appropriations* for the *preceding* year.

Excepting when action by the Committee is necessary, the apportionment shall be made by the Treasurer, and reported to the Stations as soon as possible after notice regarding the appropriations is received from the Board.

3. Subject to the provisions of the Manual, and with the consent of the Station and the approval of the Executive Committee, the Treasurer may draw upon the appropriations of one Station to meet the requirements of another Station.

4. The Treasurer shall not make payments to a Station in excess of its appropriations without the approval of the Executive Committee.

5. As a rule, Stations shall disburse their

appropriations in monthly proportions ; and in no case shall more than one month's proportion be disbursed in advance without the approval of the Executive Committee.

6. The accounts of the Station Treasurers shall be audited at the close of the fiscal year by committees appointed by the Stations.*

7. The Treasurer of the Mission shall provide account books approved by the Executive Committee for all members of the Mission who disburse Mission funds ; and the accounts of such members shall be examined at the close of the fiscal year by the committees appointed to audit the accounts of the Station Treasurers.

8. Major repairs shall require the approval of the Station ; and if they include material changes in the structure of the building, that of the Building Committee of the Mission also. Minor repairs shall be subject to regulations adopted by the Station.

9. Permission to use funds received in re-

* A small Station may arrange with another Station to appoint the committee.

muneration for outside work shall require renewal by the Mission or the Executive Committee after the lapse of a year.

Art. 6. Statistics.

1. The Mission at the Annual Meeting shall appoint a Mission Statistician.

2. Each Station shall present to the Annual Meeting of the Mission statistics of its work (on the blanks provided by the Board) to be placed in the hands of the Mission Statistician.

3. The statistics of the evangelistic work of the Mission shall be those of the calendar year preceding that of the Annual Meeting ; those of its educational work, those of the school year ending in the spring preceding the Annual Meeting.

4. The statistics sent to the Board by the Mission Statistician shall include those of the work of the Mission as defined in paragraph 3 ; those of independent churches historically closely related to the Mission and in connection with which members of the Mission are now working

statedly ; and also, separately, the latest available statistics of the Church of Christ in Japan.

5. The statistics shall be sent to the Board on or before October 1st of each year.

Art. 7. Matters of Education.

1. Meiji Gakuin shall be related to the Mission as indicated in its Deed of Trust.

2. Sturges Seminary (Baiko Jo Gakuin) shall be related to the Mission as indicated in its Basis of Union and Constitution.

3. Doshi Shin Gakkwan shall be under the general care of a Board of Directors composed of the Principal and four other men of the Mission appointed by the Mission on the nomination of the Education Committee.

The Principal shall be appointed on occasion. The other members of the Board shall be appointed to serve for two years ; their terms of service being so arranged that two shall retire each year.

4. HIGH SCHOOLS FOR GIRLS:

(1) High Schools for Girls shall be under the general care of Boards of Directors whose members shall be appointed by the Mission on the nomination of the Education Committee.

(2) The Boards of Directors shall exercise their functions under Constitutions approved by the Mission. In framing Constitutions for the schools due regard shall be paid to uniformity in organization and management.

(3) The Constitution of a school may be amended by the Mission on the initiation of its Board of Directors; or on the initiation of the Mission after conference of the Education Committee with the Board of Directors.

(4) The Boards of Directors of Wilmina Jo Gakko, Hokuriku Jo Gakko and and Hokusei Jo Gakko shall each be composed of five members of the Mission. Not more than two members of any one of these Boards shall be appointed from among the teachers of the school under its care.

(5) The Board of Directors of Joshi Gakuin shall be composed of four members of the Mission and two Japanese. Not more than two of the foreign and one of the Japanese Directors shall be appointed from among the teachers in Joshi Gakuin.

(6) The members of each Board shall be divided as evenly as possible into two classes ; their terms of service being so arranged that one class shall retire each year.

(7) The Principals of High Schools for Girls shall be appointed by the Mission on the nomination of the Education Committee ; and subject to reappointment their term of service shall be one year.

5. Primary Schools and Kindergartens shall be in charge of Principals appointed by the Stations to which they belong.

Art. 8. The Mission and the Church of Christ in Japan.

The general care of all the evangelistic work

of the Mission done within the Church of Christ in Japan or in connection with it shall be exercised in accordance with the Plan of Co-operation. For Plan see Appendix I.

Art. 9. Salaries and Allowances of others than Evangelists and Teachers in Schools.

I. THEOLOGICAL STUDENTS :

(1) Those theological students only who are pursuing their studies in Theological Schools related to the Church of Christ in Japan may receive salaries or allowances.

(2) The regular allowance of theological students during the school year shall not exceed ¥13. per month for unmarried, and ¥15. per month for married men. When it is necessary for a student to receive an allowance during vacation the amount shall be determined by the Station supporting him.

(3) The regular allowance of students for the ministry pursuing their studies in the Higher Department of Meiji Gakuin preparatory to

entering the Theological Department shall not exceed ¥13. per month during the school year. When it is necessary for a student to receive an allowance during vacation the amount shall be determined by the Station supporting him.

(4) The salaries of theological students employed during the summer shall not exceed ¥15. per month for unmarried and ¥20. per month for married men; and the allowance for travel for such students shall be only what is sufficient to meet their expenses to and from their places of destination by the usual routes.

The same principle shall be applied in the case of all others receiving salaries or allowances from the Mission.

2. LAY WORKERS :

(1) Unlicensed men are to be clearly distinguished, both in their own minds and in the minds of others, from Evangelists (Dendoshi); and great care should be exercised by the Stations in appointing them. The salary of unlicensed men shall not exceed ¥20. per month for un-

married, and ¥25. per month for married men.

(2) Women Evangelists as rule shall be women who have been trained in Bible Schools or Christian High Schools, or who have received special private instruction for at least two years. As a rule also they should perform their work under the direction of a member of the Mission. The salary of a Woman Evangelist shall not exceed ¥20. per month.

(3) Under exceptional circumstances a Station may grant a Lay Worker a moderate allowance for rent.

3. PERSONAL TEACHERS AND ASSISTANTS :

(1) The salary paid a personal teacher by one who has passed the second year examination in the language shall not exceed ¥10. per month.

(2) Without the approval of the Executive Committee, the salary paid a personal assistant shall not exceed ¥20. per month.

(3) When Lay Workers are also employ-

ed as personal teachers or assistants, the entire salaries paid them shall not exceed the maximum salaries allowed for Lay Workers.

Art. 10. Study of the Language.

1. New missionaries are expected to pursue a course of study in the language approved by the Mission.

2. The examinations shall be both oral and written. The oral examinations shall be held by the Language Committee at the time of the Annual Meeting. For the written examinations the Committee shall prepare examination papers and send them to the Stations where new missionaries are located. The Stations shall conduct the examinations, and return the papers uninspected to the Committee.

3. Those who pass the examinations conducted by the Examiners of the Conference of Federated Missions on the course of study recommended by the Conference, and also those who pass the examinations conducted by the Japanese Language School on the course of study provided by

the School, shall be exempt from the examinations prescribed in the preceding paragraph.

In the case of those who leave the Language School before completing the full 'two years' course, the Language Committee shall determine the course of study to be pursued.

4. It is the aim of the Mission to place upon new missionaries for one year no responsibilities other than the study of the language; and as far as possible to continue such freedom during the second and third years also. Other responsibilities shall not be assigned to them without the approval of the Mission or the Executive Committee.

5. The course of study under the direction of the Language Committee of the Mission shall be regarded as to be followed strictly only by such new missionaries as are giving their full time to the study of the language. When other duties are allotted to them, the Language Committee shall assign to them such a part of the year's work on the language as under all the circumstances shall seem advisable.

6. In exceptional cases the Language Committee may excuse students from the study of the Chinese characters prescribed in the course.

Art. II. Summer Vacations.

Members of the Mission may be absent from their Stations during the summer for a time sufficient to allow six weeks of rest. This does not apply to trips to America, for which the sanction of the Board must be obtained.

Art. 12. Furloughs.

1. The Stations shall be responsible for the storage of the furniture of missionaries on furlough.

2. The amount paid to a *bannin* in charge of the residence of a missionary on furlough shall not exceed ¥5. per month.

Art. 13 Amendment of Standing Rules.

Standing Rules may be amended at any Annual Meeting by a two-thirds majority; the amendment to be submitted in writing at least one day previous to that on which the vote is taken.

Appendix

I

PLAN OF CO-OPERATION.

Preamble.

In 1906 the Synod of the Church of Christ in Japan adopted a definition of a Co-operating Mission.* The definition was accepted by the East and West Japan Missions of the Presbyterian Church in the U.S.A., and Plans of Co-operation were agreed upon by the Missions and the Synod, based upon the principle expressed in the definition but differing in certain details.

Subsequently the two Missions were united ; and in 1915, in order that the Mission, while adhering to the principle expressed in the definition, might carry on its evangelistic work under one Plan, the following Plan was agreed upon by the Mission and the Synod acting through its General Committee (Somu Kyoku).

Plan.

1. The evangelistic work carried on by "the Mission as a mission within the Church or in connection with it," shall be under the general care of Joint Committees composed in equal numbers of missionary and Japanese members.

2. The missionary members of a Joint Committee shall be the men of the Station, or Stations, laboring within the bounds of the Presbytery in which the work administered by the Joint Committee is carried on.†

3. The Japanese members of a Joint Committee shall be ministers or elders of the Church of Christ in Japan; one of whom shall be appointed by the Somu Kyoku of the Synod, and

* A Co-operating Mission is one which recognizes the right of the Church of Christ in Japan to the general care of all evangelistic work done by the Mission as a mission within the Church or in connection with it; and which carries on such work under an arrangement based upon the foregoing principle, and concurred in by the Synod acting through its Board of Missions. (Dendo Kyoku).

† The work of the Mission in Formosa shall be under the care of the Tokyo Joint Committee.

the others by the Presbytery within whose bounds the work administered by the Joint Committee is carried on.†

4. When it is inconvenient for a Joint Committee to hold frequent meetings, it may appoint an Ad Interim Committee with power to act under such restrictions as may seem advisable.

5. The Joint Committees shall consult and decide regarding the appointment, dismissal, salaries and travelling expenses of Japanese evangelists; the opening, closing and renting of Kogisho; and the amount of aid to be given to Dendo-kyokwai.

6. The Joint Committees shall send annual reports to the Mission and also to the Presbyteries within whose bounds they are carrying on work. They may also prepare annually estimates of the amount of funds required to carry on their work, to be forwarded through the Mission to the Board of Foreign Missions of the Presbyterian Church in the U.S.A.

7. This plan may be modified at any time by common consent of the Synod acting through

the Somu Kyoku and the Mission acting with the concurrence of the Board ; and it may be terminated by either party upon a year's notice.

II.

PLAN OF RELIEF.

Art. 1. Committee.

This Plan of Relief shall be administered by a Committee on Relief appointed by the Mission.

Art. 2. Funds.

The Treasurer of the Committee, without action of the Mission, shall collect from the Stations the funds required for the payment of allowances and grants ; each Station to be assessed in proportion to the amount of its appropriations for the salaries of Ministers, Evangelists and Lay Workers.

Art. 3. Beneficiaries.

In case of need the following persons shall be entitled to the benefits of the Plan :

1. Ministers, Evangelists and Lay Workers connected with the Mission, and who by reason of age are incapacitated for active service.

2. Families bereaved by the death of Ministers, Evangelists or Lay Workers connected with the Mission. The word "family" as here used includes the widow and children not yet eighteen full years of age.

3. Those not provided for in the preceding paragraphs and who, in the judgment of the Executive Committee of the Mission, are entitled to exceptional consideration; such cases to be determined each on its own merits.

Art. 4. Administration.

1. The Committee shall make allowances or grants only on the recommendation of a Station.

2. When the Committee considers that the persons recommended should be regarded as incapacitated for active service by reason of age, it shall make them allowances not to exceed in amount one-third of the salaries received by them at the time of their retirement.

3. In case of death, the Committee, having approved the recommendations required, may make to the bereaved family a grant to the amount of the salary of the deceased for three months, provided such salary does not exceed ¥50. per month.

If the deceased are on the Retired List, their salaries at the time of their retirement shall be made the basis of computation. If they have done service in connection with the Mission for more than five consecutive years, an additional grant of five *yen* for each additional year may be made; provided that such a grant does not cause the total amount granted to exceed ¥150., which in all cases shall be the limit.

Art. 5. Additional Provision for Relief.

In order to encourage Ministers, Evangelists and Lay Workers connected with the Mission to make additional provision for relief in cases of sickness or death, the Committee shall receive and disburse payments from salaries as follows :—

1. With the written consent of those so

desiring, fifty *sen* or more a month shall be deducted from their salaries and held in trust by the Committee.

2. The amount deducted, with compound interest at 4%, shall belong to those from whom it was received.

3. In case of sickness, principal and interest (or a part of the same) shall be paid to the owners if so requested by them.

4. In case of the death of owners, principal and interest shall be paid to their families.

5. If owners cease their connection with the Mission, or if this Plan of Relief be discontinued or so changed as not to be approved by them, principal and interest shall be paid to them.

Art. 6. Change or Discontinuance of Plan.

This Plan of Relief may at any time be changed or discontinued by the Mission, or by the Executive Committee with the approval of the Mission.

